

### **EMPLOYMENT ASSISTANCE OFFICER**

**DEFINITION:** Under general supervision, performs duties of moderate difficulty in securing employment opportunities for the Nation's economically disadvantaged residents; seeks, solicits, locates and secures jobs by actively pursuing, inquiring and obtaining employment for program participants; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Seeks, solicits, locates, and secures jobs and employment opportunities for applicants with public and private sector employers; conducts assessment interviews to determine the applicant's existing and potential skills; contacts local and surrounding employers to develop job placement; evaluates and assesses applicant's needs (physical, mental, emotional, economic and personal) to identify vocational or employment barriers and potentials; explains program policies, procedures and practices to applicants and employers.

Promotes, develops and negotiates on-the-job training opportunities and contracts; orientates clients on employment requirements, qualifications and other related information; assists program applicants and participating employers in the completion of required forms and documents; makes decisions on referrals, assessment plans, application continuance or termination; monitors applicant progress.

Maintains applicant records; gathers, compiles and verifies employment placement/retention statistics through follow-up with applicants and employers; makes public presentations and promotes good public relations; provides technical assistance to employers concerning specific employment problems; attends meetings; may supervise subordinates involved in interviewing and job development activities.

Assists employers in the revision and development of job standards/minimum requirements; establishes appropriate wages for placement of welfare recipients; coordinates the job placement based upon the completion of program objectives; demonstrates to employers the effectiveness and profitability of employing the chronically unemployed.

#### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

Knowledge of labor laws.

Knowledge of local employers and their employment practices.

Knowledge of economic conditions and trends.

Knowledge of community resources.

Knowledge of principles and methods of curriculum and training design, teaching and instructions.

Knowledge of socio-economic and cultural conditions in the local area.

Knowledge of assessment techniques.

Skill in applying interviewing techniques.

Skill in interpreting wage and labor laws.

Skill in evaluating applicants' skills as well as employment barriers and potentials.

Skill in oral and written communication.

Skill in establishing and maintaining an effective working relationship with others.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed primarily in an office environment with occasional site visits to field offices, construction sites and other locations; potential exposure to a variety of weather conditions, moving equipment and machinery, and other construction hazards.

**MINIMUM QUALIFICATIONS:**

- An Associate's degree in Social or Behavioral Science, Business Administration or related field; and two (2) years of experience developing employment opportunities for economically disadvantaged and unemployed clients.

**PREFERRED QUALIFICATIONS:**

- Two (2) years of experience in conducting career assessments and developing employment opportunities for youth and adults.
- Proficient in Microsoft Office software or other computer applications.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.